



Procedures for Providing Services to Gifted Students

The purpose of this document is to provide information regarding procedures for students identified as intellectually gifted. These procedures cover:

- [School Responsibilities](#)
 - [School Plan](#)
 - [Current IEP](#)
- [LEA Responsibilities](#)
 - [EasyIEP Monitoring](#)
- [Forms and Appendices](#)

School Responsibilities

School Plan. Each authorized charter school is required to develop and implement a written plan for serving gifted students. The components of this plan incorporate the requirements of the Title VI Resolution Agreement between the U.S. Department of Education Office for Civil Rights and the Tennessee Department of Education.

Current IEP. For students identified as intellectually gifted and receiving a gifted individualized education plan (IEP), the following documentation shall be uploaded and available for review in EasyIEP:

(1) Invitation Letter

- (a) Documentation that the most recent invitation was received by a student's parent(s)/guardian(s) at least ten (10) days prior to the meeting date. The ten (10) days, which must pass before the meeting may be convened, may be waived by the parent (with documentation) after the parent has received notice that the charter school wants to convene an IEP meeting. Thereafter, the meeting may be held prior to the expiration of the ten (10) days. If parents choose to waive the ten (10)-day notice, documentation of this waiver must be noted on the invitation letter.

(2) Prior Written Notice

- (a) Written notice must be given to the parent(s)/guardian(s) of the student for whom the IEP meeting has been convened ten (10) days before the charter school proposes or refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education. The ten (10)-day notice requirement may be waived by the parent(s)/guardian(s). The notice provides the parent(s)/guardian(s) a comprehensive overview of the changes and affords them time and opportunity to express additional questions and/or concerns, or seek resolution before any action is taken.

(3) Current IEP Signature Page

- (a) Following the review of an IEP, the IEP shall be signed by the following individuals:
- (i) Parent(s)/Guardian(s);
 - (ii) Special Education Teacher;
 - (iii) Regular Education Teacher;

- (iv) LEA Representative (Principal or Director of Student Services);
 - (v) School Psychologist; and
 - (vi) Other service providers (if applicable).
- (4) Informed Parental Consent (located in IEP Signature section)
 - (a) Informed consent means the following:
 - (i) The parent(s)/guardian(s) have been fully informed of all information relevant to the activity for which consent is sought, in his or her native language, or through another mode of communication;
 - (ii) The parent(s)/guardian(s) understand and agree in writing to the carrying out of the activity for which his or her consent is sought, and the consent describes that activity and lists the records (if any) that will be released and to whom; and
 - (iii) The parent(s)/guardian(s) understand that the granting of consent is voluntary on the part of the parent(s) and may be revoked at any time.

LEA Responsibilities

EasyIEP Monitoring. The State Board shall monitor compliance through an audit of randomly selected student files to ensure schools maintain the proper documentation. The State Board shall utilize the [Gifted IEP Monitoring Checklist](#) contained within these operating procedures to ensure all documents and signatures are accounted for. If proper documentation is not maintained, the State Board shall notify the appropriate parties utilizing the [Missing Gifted IEP Documentation Memo](#).

- (1) Desktop monitoring on EasyIEP will occur once per quarter, at a minimum (additional monitoring may occur as needed); and
- (2) On-site monitoring will occur annually.



Forms and Appendices

The following forms and appendices are included to supplement these procedures:

- [Gifted IEP Monitoring Checklist](#) – *required*
- [Missing EasyIEP Documentation Memo](#) – *required, if applicable*



Special Education Gifted Monitoring Checklist

Student: _____ Date: _____ Monitor Initials: _____

Primary/Secondary Disability: _____ IEP Due Date: _____

Current Year IEP	Check if fulfilled
Invitation for Meeting <i>OR</i> Documentation of Waiver	
Prior Written Notice	
IEP Signature Page	
Informed Parental Consent (IEP signature section)	



Missing EasyIEP Documentation Memo

To:

From:

Date:

Re: Special Education Gifted IEP Monitoring – Missing Documentation

Missing EasyIEP Documentation

This memo is to make notice of missing documents in (student name) 's EasyIEP file. The State Board completed compliance monitoring of these files on (date) and found that the following files are missing: (file name) .

Please scan and upload these files into EasyIEP from the student's cumulative file by (date) .

If you have questions, please contact the State Board of Education.